OPEN EXAMINATION



EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, MEDICAL CONDITION, MENTAL DISABILITY, PHYSICAL DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

LICENSED VOCATIONAL NURSE (SAFETY)

CONTINUOUS TESTING OPEN SPOT FOR ATASCADERO, COALINGA, METROPOLITAN, NAPA, AND PATTON STATE HOSPITALS

SALARY RANGE: \$2612-3335

*Atascadero, Coalinga, Napa and Patton State Hospital have a \$200 per month recruitment and retention bonus.

The salaries in this bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.

WHERE TO APPLY

ATASCADERO STATE HOSPITAL EMPLOYMENT OFFICE P.O. BOX 7005

ATASCADERO, CA 93423-7001 (805) 468-3384/TDD (805) 468-2009

NAPA STATE HOSPITAL PERSONNEL OFFICE

(707) 253-5611 / TDD (707) 253-5768

2100 NAPA-VALLEJO HIGHWAY NAPA, CA 94558-6293

COALINGA STATE HOSPITAL SELECTION SERVICES UNIT P.O. BOX 5002 COALINGA, CA 93210

METROPOLITAN STATE HOSPITAL

11401 SOUTH BLOOMFIELD AVENUE

SELECTION SERVICES UNIT

(562) 863-7011 / TDD (562) 863-1743

NORWALK, CA 90650

(559) 935-4305 / TDD (559) 935-7120

PATTON STATE HOSPITAL HUMAN RESOURCES-EXAMS/HIRING

3102 EAST HIGHLAND AVENUE PATTON, CA 92369

(909) 425-7000 / TDD (909) 862-5730

Submit an application to one address indicated above. This location is where you would like your list eligibility established. Do not submit applications to the State Personnel Board.

TESTING

RESTRICTION

The testing period for this classification is 12 months. You may not test for this classification more than once in a testing period. If you have taken an examination for this classification with the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa or Patton State Hospitals or with Salinas Valley or Vacaville Psychiatric Programs, within the last 12 months, you are not eligible to compete in this examination.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark 'yes' on Question #2 on the "Examination and/or Employment Application". You will be contacted to make specific arrangements.

APPLICATION DEADLINE

CONTINUOUS TESTING - NO APPLICATION DEADLINE. Testing is considered continuous as examining dates may be set at any

EXAM PLAN

This examination will consist of a Qualifications Appraisal Interview only, weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. Competitors who do not appear for the interview will be disqualified.

This is an open examination. Applications will not be accepted on a promotional basis.

MINIMUM QUALIFICATIONS

NOTE: All competitors must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office.

NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Applications/resumes received without this information will be rejected.

Possession of a valid, active license from the State of California to practice as a Licensed Vocational Nurse.

SPECIAL PERSONAL CHARACTERISTICS Willingness to work at a State hospital for diagnostic and treatment services; demonstrated leadership ability; aptitude for working with Individuals who are acutely ill, infirm, visually impaired, have an emotional disorder, or who are mentally disordered offenders; and demonstrate an ability to handle stressful situations, patience, tact and alertness.

SPECIAL PHYSICAL CHARACTERISTICS

Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, Individuals or the public.

DRUG TESTING REQUIREMENT

Applicants for positions in this class are required to pass a drug-screening test. (The drug-screening test will be waived for employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board Rule 213.)

JOB DESCRIPTION

Under clinical direction of a registered nurse or physician and under assigned administrative supervision, provides basic level of general nursing care to Individuals with mental disabilities in a State hospital; and does other related work.

POSITION LOCATION(S)

Positions exist at Atascadero, Coalinga, Metropolitan, Napa, and Patton State Hospitals.

EXAM INFORMATION

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

- 1. Fundamentals of nursing care, including medication administration.
- 2. General procedures and techniques involved in Individual's care.
- 3. Principles used in caring for Individuals who are immobile.
- Medical Terminology.
- 5. General hospital/facility routine and equipment.

Ability to:

- 1. Perform nursing procedures as regulated by licensure certification.
- Observe and document symptoms and behavior.
- 3. Maintain records and prepare reports.
- 4. Gain the interest, respect, and cooperation of Individuals.
- 5. Work effectively with Individuals and the interdisciplinary treatment team.
- 6. Function effectively in emergency situations.
- 7. Practice universal precautions.

ELIGIBLE LIST INFORMATION

Each hospital/facility will establish its own list. Names of successful competitors are merged onto the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE

Veterans Preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDIT.

GENERAL INFORMATION

For an examination without a written feature it is the competitor's responsibility to contact the Examination Unit at the testing facility three weeks after the application deadline date if she/he has not received a progress notice.

If a competitor's notice of oral interview or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

Applications are available at the State Personnel Board, local offices of the Employment Development Department, and the location(s) noted on this bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who will take this test, and all competitors who pass will be ranked according to their scores.

The Department of Mental Health reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant. Ordinarily oral interviews are scheduled at the spot location of the examination; however, locations of interviews may be extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel office or at the State Personnel Board.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment record and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the competitor's ability to accept and fulfill increasing responsibilities than to the length of her/his experience. Evaluation of a competitor's personal development will include consideration of her/his recognition of her/his training need; her/his plans for self-development; and the progress she/he has made in her/his efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD Device.